



# COUNTY OF LOS ANGELES

## DEPARTMENT OF HUMAN RESOURCES

### HEADQUARTERS

579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

### BRANCH OFFICE

3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2222 FAX (213) 637-0820

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

December 13, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)**

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reflect classification changes and to implement the results of classification studies.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board has instructed the Director of Personnel to submit classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. The development and maintenance of the County's classification system is one of the Department of Human Resources' (DHR) primary functions.

Your Board's approval of these recommendations will provide the ordinance authority for County departments to implement the compensation and classification recommendations in this letter.

### Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organizational Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

These classification recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents. This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems (Attachments A, B, and C).

### Medical Records Coder Study

Two hundred thirty-five (235) supervisory and non-supervisory positions in the Department of Health Services (DHS) were reviewed in conjunction with the countywide Medical Records Coder classification study (Attachment C). These positions are assigned to various DHS medical facilities to perform medical records coding functions. The recommended allocations reflect the expanded duties and responsibilities of the positions related to revenue maximization, as well as increased federal and state regulatory requirements and changing technology in the industry. This action will facilitate the recruitment and retention of critical coding staff and reduce reliance upon contract agency personnel. It will also facilitate the deletion of six (6) classes from the County's Classification Plan.

### FISCAL IMPACT/FINANCING

The projected budgeted net County cost resulting from these actions is \$23,392.42 annually based upon salaries as of January 1, 2006. There is no net County cost associated with the Medical Records Coder reclassifications. With the exception of upward reclassifications involving MAPP classes, incumbents of filled positions promoted as a result of upward reclassifications would receive increases of approximately 5.5 percent. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

### New Class

One (1) new class is being created in the County's classification system to better serve departmental needs (Attachment A).

### Reclassifications

There are 242 positions in six (6) departments being recommended for reclassification (Attachments B and C). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

### Authority

The County Charter (Article VI) authorizes the Director of Personnel to establish and maintain "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5 of the County Code.

### Approvals

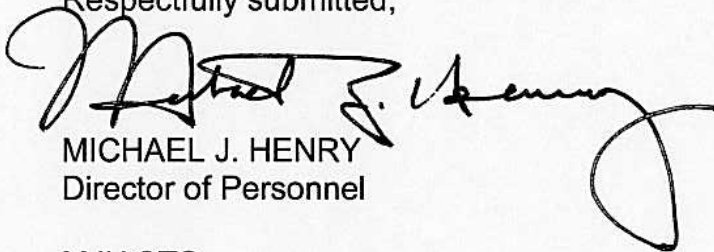
- The Chief Administrative Officer has reviewed these recommendations.
- The Department of Human Resources has initiated consultations with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,



MICHAEL J. HENRY  
Director of Personnel

MJH:STS  
SM:vmh

Attachments (3)

c: Chief Administrative Officer  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

## ATTACHMENT A

### CLASSES RECOMMENDED FOR ADDITION

Benefit designations are being shown for information only and are not part of the County Code. Savings Plan designees are also recommended to be designated as eligible for the Flexible Benefit Plan.

<b>Savings/Health Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>
Savings	1731	Division Administrator, Child Support Services	N23 R11



**ATTACHMENT B**

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION**

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

<b>Number of Positions</b>	<b>Present Classification And Salary</b>	<b>Classification Findings and Salary</b>
1	Children Services Administrator II 93E Non-Represented	Children Services Administrator III R10 Non-Represented

The subject position is assigned to the Executive Office of the Department of Children and Family Services and reports directly to the Department Head. The position serves as the departmental liaison to the Board of Supervisors and the County Commission for Children and Families and provides direct supervision to lower-level analysts and support staff. The position also provides extensive administrative direction in the development of policies and procedures, evaluates and makes recommendations impacting on departmental operations and procedures, and analyzes regulations affecting departmental programs. Children Services Administrator III positions are defined by their responsibility for supervising analysts and the performance of program planning, development, and evaluation. Based on our evaluation of the responsibilities and duties, we have determined that the position fully meets the allocation criteria for the class of Children Services Administrator III. Therefore, we are recommending an upward reclassification to Children Services Administrator III.

## **RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)**

### **DEPARTMENT OF HEALTH SERVICES – COASTAL CLUSTER**

<b>Number of Positions</b>	<b>Present Classification And Salary</b>	<b>Classification Findings and Salary</b>
1	Senior Physician, MD M11 Non-Represented	Chief Physician I, MD M12 Non-Represented

The Senior Physician, MD serves as chief over the Department of Radiology. This responsibility includes direct oversight and supervision of five (5) radiology sections and approximately 179 subordinate staff. According to the allocation standards, positions allocable to the Chief Physician I class are responsible for directing a medical division of a hospital. Based on the complexities of the services provided, the size and scope of the medical department managed, and the nature and scope of work of the medical and non-medical support staff, we recommend that the position be reclassified upward to Chief Physician I, MD.

### **DEPARTMENT OF HEALTH SERVICES – SOUTHWEST CLUSTER**

<b>Number of Positions</b>	<b>Present Classification And Salary</b>	<b>Classification Findings and Salary</b>
1	Information Systems Analyst Aid 77D Represented	Information Systems Analyst II 86F Represented

The subject position is assigned to the Hubert Humphrey Comprehensive Health Center where it supports, configures, and designs servers to ensure the functionality of various computer operating systems for end users throughout the facility. These duties and responsibilities are more consistent with those assigned to the classification of Information Systems Analyst II. Therefore, we recommend that the position be reclassified upward to an Information Systems Analyst II.

## DEPARTMENT OF MENTAL HEALTH

<b>Number of Positions</b>	<b>Present Classification And Salary</b>	<b>Classification Findings and Salary</b>
1	Light Vehicle Driver 55D Represented	Clinic Driver 62E Represented

The subject position is assigned to the Coastal Asian Pacific Mental Health Center and is responsible for transporting clients from residences to mental health clinics for appointments and treatment purposes; transporting 15 passengers to group outings; picking up medications, medical supplies and property; and maintaining the vehicle (mileage, maintenance, services). The scope, level, and variety of work assigned is consistent with the definition and allocation standards for the Clinic Driver class which operates a vehicle to transport ambulatory patients to and from County hospitals and mental clinics. Therefore, an upward reclassification to Clinic Driver is recommended.

## DEPARTMENT OF OMBUDSMAN

<b>Number of Positions</b>	<b>Present Classification And Salary</b>	<b>Classification Findings and Salary</b>
1	Community Services Counselor 67G Represented	Community Services Liaison 89A Non-Represented

The subject position reports directly to the Ombudsman and is responsible for providing staff support and serving as a Departmental liaison to the community. Specific duties include responding to questions and complaints received from the public regarding County departments and developing solutions in conjunction with the departments to resolve these complaints. Community Services Liaisons are responsible for providing staff support to the Ombudsman and serving as a liaison to the department and the community on a variety of citizen complaints. Since the current duties are consistent with this class concept, we recommend an upward reclassification to Community Services Liaison.



## **RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)**

### **DEPARTMENT OF PUBLIC WORKS**

<b>Number of Positions</b>	<b>Present Classification And Salary</b>	<b>Classification Findings and Salary</b>
1	Principal Programmer Analyst 97J Non-Represented	Departmental Information Security Officer II 104A Non-Represented

The subject position directs department-wide IT security programs on a full-time basis. The current duties and responsibilities performed are consistent with the classification standards of the Departmental Information Security Officer II class. Therefore, an upward reclassification to Departmental Information Security Officer II is recommended.

### **SHERIFF DEPARTMENT – GENERAL SUPPORT SERVICES**

<b>Number of Positions</b>	<b>Present Classification And Salary</b>	<b>Classification Findings and Salary</b>
1	Information Systems Specialist I 104A Non-Represented	Departmental Information Security Officer II 104A Non-Represented

The subject position directs department-wide IT security programs on a full-time basis. The current duties and responsibilities performed are consistent with the classification standards of the Departmental Information Security Officer II class. Therefore, a lateral reclassification to Departmental Information Security Officer II is recommended.

**ATTACHMENT C**

**RECOMMENDED RECLASSIFICATIONS FOR DEPARTMENT OF HEALTH SERVICES  
HEALTH INFORMATION CLASSES  
(All classes "A" items unless otherwise indicated)**

<b>Budget Unit</b>	<b>No of Pos</b>	<b>Present Classification</b>	<b>No of Pos</b>	<b>Classification Findings</b>
DHS - Coastal Cluster	1	Assistant Medical Records Director III (82F)	1	Health Information Manager (86D)
	14	Medical Record Technician II (66L)	5	Health Information Associate (75D)
			9	Health Information Technician (77D)
	1	Medical Records Director I (82D)	1	Health Information Manager (86D)
	1	Medical Records Director III (91D)	1	Health Information Management Director (93D)
	1	Medical Records Supervisor I (68E)	1	Health Information Senior Technician (79D)
	2	Medical Records Supervisor II (71B)	2	Health Information Management Senior Supervisor (83D)
	5	Senior Medical Record Technician (68F)	5	Health Information Senior Technician (79D)

**ATTACHMENT C**

**RECOMMENDED RECLASSIFICATIONS FOR HEALTH INFORMATION CLASSES**  
**(All classes "A" items unless otherwise indicated)**

<b>Budget Unit</b>	<b>No of Pos</b>	<b>Present Classification</b>	<b>No of Pos</b>	<b>Classification Findings</b>
DHS - Northeast Cluster	1	Assistant Medical Records Director I (74E)	1	Health Information Management Supervisor (81D)
	2	Assistant Medical Records Director II (78E) "A"	2	Health Information Management Senior Supervisor (83D)
	2	Assistant Medical Records Director III (82F)	1	Health Information Management Assistant Director (89D)
			1	Health Information Manager (86D)
	2	Medical Record Technician I (62L)	1	Health Information Associate (75D)
			1	Health Information Technician (77D)
	62	Medical Record Technician II (66L)	31	Health Information Associate (75D)
			31	Health Information Technician (77D)
	1	Medical Records Supervisor I (68E)	1	Health Information Senior Technician (79D)
	10	Senior Medical Record Technician (68F) "A"	10	Health Information Senior Technician (79D)
	3	Senior Medical Record Technician (68F) "O"	3	Health Information Senior Technician (79D)

**ATTACHMENT C**

**RECOMMENDED RECLASSIFICATIONS FOR HEALTH INFORMATION CLASSES**  
(All classes "A" items unless otherwise indicated)

<b>Budget Unit</b>	<b>No of Pos</b>	<b>Present Classification</b>	<b>No of Pos</b>	<b>Classification Findings</b>
DHS - Rancho Los Amigos	1	Assistant Medical Records Director III (82F)	1	Health Information Management Supervisor (81D)
	4	Medical Record Technician II (66L)	4	Health Information Technician (77D)
	5	Senior Medical Record Technician (68F)	3	Health Information Senior Technician (79D)
			2	Health Information Associate (75D)
	1	Supervising Medical Record Technician I (70F)	1	Health Information Senior Technician (79D)
DHS - San Fernando Valley Cluster	1	Assistant Medical Records Director II (78E)	1	Health Information Management Senior Supervisor (83D)
	60	Medical Record Technician II (66L)	36	Health Information Associate (75D)
			24	Health Information Technician (77D)
	5	Medical Records Coder (65F)	5	Health Information Associate (75D)
	1	Medical Records Director II (86D)	1	Health Information Management Director (93D)
	1	Medical Records Supervisor II (71B)	1	Health Information Management Supervisor (81D)
	4	Senior Medical Record Technician (68F)	4	Health Information Senior Technician (79D)
	1	Supervising Medical Record Technician II (72E)	1	Health Information Management Supervisor (81D)



**ATTACHMENT C**

**RECOMMENDED RECLASSIFICATIONS FOR HEALTH INFORMATION CLASSES**  
(All classes "A" items unless otherwise indicated)

<b>Budget Unit</b>	<b>No of Pos</b>	<b>Present Classification</b>	<b>No of Pos</b>	<b>Classification Findings</b>
DHS - Southwest Cluster	1	Assistant Medical Records Director I (74E)	1	Health Information Senior Technician (79D)
	1	Assistant Medical Records Director II (78E)	1	Health Information Management Senior Supervisor (83D)
	1	Assistant Medical Records Director III (82F)	1	Health Information Management Assistant Director (89D)
	1	Medical Record Technician I (62L)	1	Health Information Associate (75D)
	28	Medical Record Technician II (66L)	14	Health Information Associate (75D)
			14	Health Information Technician (77D)
	3	Medical Records Coder (65F)	3	Health Information Associate (75D)
	1	Medical Records Director III (91D)	1	Health Information Management Director (93D)
	3	Senior Medical Record Technician (68F)	3	Health Information Senior Technician (79D)
	3	Supervising Medical Record Technician I (70F)	2	Health Information Management Supervisor (81D)
			1	Health Information Senior Technician (79D)
	1	Supervising Medical Record Technician II (72E)	1	Health Information Management Senior Supervisor (83D)